

## Chapter A-E 1

## REGISTRATION AND CERTIFICATION

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A-E 1.001 Definitions. (1) The terms "designer", and "designer of engineering systems", as used in these rules, means the holder of a current designer's permit granted by the examining board.

(2) Design services which may be performed by designers, within the meaning and intent of these rules, includes and is limited to the preparation of plans and specifications, and consultation, investigation and evaluation in connection with such preparation of plans and specifications, in the specific fields as provided for in s. A-E 1.20 of these rules.

History: Cr. Register, May, 1972, No. 197, eff. 6-1-72; am. (2), Register, June, 1977, No. 258, eff. 7-1-77.

A-E 1.01 Approved curricula. (1) The architects' section approves, in general, all curricula in architecture that are accredited by the national architectural accrediting board.

(2) The engineers' section approves, in general, all curricula in engineering that are accredited by the accreditation board for engineering and technology (ABET).

History: 1-2-56; r. and rec., Register, April, 1967, No. 136, eff. 7-1-67; am. (1) and (2), Register, July 1968, No. 151, eff. 8-1-68; am. (1) and (2), Register, January, 1971, No. 181, eff. 2-1-71; am. (2), Register, March, 1984, No. 339, eff. 4-1-84.

A-E 1.02 Applications for registration, certification, or permits. (1) Application blanks will be furnished to applicants on request.

(2) The application of any applicant who has not complied with or given satisfactory reasons for not complying with a written request of the board within a period of one year shall be considered denied. If the applicant desires registration, certification, or a permit, after his application has been so denied, he must submit a new application and make payment of the required fees of a new applicant.

History: 1-2-56; am. (1) and (2), Register, January, 1971, No. 181, eff. 2-1-71.

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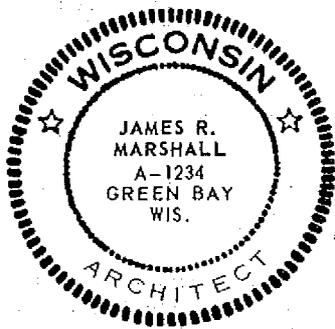
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**A-E 1.03 Issuance of certificate.** The date of registration and date of issuance of a certificate is the date registration is granted by the board to the applicant unless a later date is established by the board.

History: 1-2-56; am. Register, April, 1981, No. 304, eff. 5-1-81.

**A-E 1.04 Registration seals.** (1) Each registrant, as an architect, engineer or land surveyor as well as every designer holding a permit, shall provide himself with a seal that complies with the specifications of the board. The overall diameter of such seal shall not be smaller than the commercially designated 1 5/8 inches, nor shall it exceed the commercially designated 2 inches.

(2) (a) Such seal shall contain the registrant's name, registration number and city. The following designs have been adopted:



(b) Seals obtained prior to the adoption of this rule and which are in conformance with prior board rules are acceptable.

(3) Rubber stamps, identical in size, design and content with the approved seals may be used by the registrant at his option.

(4) (a) Each sheet of plans, drawings, documents, specifications and reports for architectural, engineering, or design practice, and of maps, plats, charts and reports for land surveying practice, shall be signed, sealed and dated by the registrant or permit holder preparing them, or in direction and control of their preparation.

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(b) Where more than one sheet is bound together in one volume, the registrant or permit holder who prepared said volume, or under whose direction and control said volume was prepared, may sign, seal, and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound volume, and provided that any of the other sheets which were prepared by, or under the direction and control of, another registrant or permit holder, be signed, sealed and dated by said other registrant or permit holder.

(c) Additions, deletions or other revisions affecting public health and safety or state and local codes shall not be made unless signed, sealed and dated by the registrant or permit holder who made the revisions or under whose direction and control said revisions were made.

History: 1-2-56; am. (2), Register, April, 1958, No. 28, eff. 5-1-58; r. and recr. Register, March, 1966, No. 123, eff. 4-1-66; am. (1), Register, November, 1966, No. 131, eff. 12-1-66; am. (1), (2)(a), (4)(a), and (b), Register, January, 1971, No. 181, eff. 2-1-71; am. (4) (a) and (b), cr. (c), Register, December, 1972, No. 204, eff. 1-1-73.

**A-E 1.05 Firm and partnership information reports.** When it appears to the board that any person or persons are practicing or offering to practice architecture or professional engineering through a firm or partnership, they shall, upon request, file with the board, on forms provided by the board, a list of the names and addresses of the members of said firm or partnership and a list of the names and addresses of all individuals who are registered architects or professional engineers in this state authorized to practice or offer to practice architecture or professional engineering on behalf of said firm or partnership, and any other information requested by the board which may be necessary to enable the board to determine whether or not such firm or partnership complies with the provisions of s. 443.08, Stats.

History: Cr. Register, November, 1967, No. 143, eff. 12-1-67; am. Register, January, 1971, No. 181, eff. 2-1-71; am. Register, January, 1982, No. 313, eff. 2-1-82.

**A-E 1.06 Branch offices.** (1) Every firm, partnership or corporation maintaining more than one place of business in the state of Wisconsin for the purpose of providing or offering to provide architectural or professional engineering services to the public, shall have in responsible charge of such services at each separate place of business a resident registered architect or professional engineer.

(2) Every firm, partnership or corporation maintaining more than one place of business in the state of Wisconsin for the purpose of providing or offering to provide land surveying services to the public, shall have in responsible charge of such services at each separate place of business a resident registered land surveyor.

(3) Every firm, partnership or corporation maintaining more than one place of business in the state of Wisconsin for the purpose of providing or offering to provide design services, as defined in s. A-E 1.001 (2), of these rules, shall have in responsible charge of such services at each separate place of business a resident designer, holding a permit in the field and subfields that design services are provided or offered.

(4) "Resident", as used in this section, means one who spends a majority of his normal working time in said place of business. A registered architect, professional engineer, land surveyor or designer can be the resident licensee at only one place of business at one time.

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(5) Every firm, partnership or corporation, maintaining more than one place of business in the state of Wisconsin for the purpose of providing or offering to provide architectural, professional engineering, design or land surveying services, shall inform the board of the name of the resident individual(s) in responsible charge of such services at each separate place of business it maintains in the state of Wisconsin.

History: Cr. Register, September, 1969, No. 165, eff. 10-1-69; r. and rec., Register, December, 1972, No. 204, eff. 1-1-73; am. Register, June, 1974, No. 222, eff. 7-1-74.

**A-E 1.07 Change of address.** Whenever any person or corporation, after application and receipt of a license, certificate, permit or registration from the board, moves from the address named in his application or in the license, certificate, permit or registration issued to him, such person shall within 30 days thereafter notify the board in writing of his old and new address and of the number of any license then held by him.

History: Cr. Register, June, 1974, No. 222, eff. 7-1-74.

**A-E 1.10 Experience credit limit.** An applicant for registration as an architect, professional engineer, designer or land surveyor may not receive more than one year of satisfactory experience credit during any one calendar year.

History: Cr. Register, March, 1984, No. 339, eff. 4-1-84.

**A-E 1.12 Education as an experience equivalent for registration as an architect.** (1) For the purpose of meeting experience requirements for registration as an architect, an applicant may claim certain education as equivalent to experience in architecture, as provided in s. 443.03 (2), Stats. To qualify as an education equivalent to architectural experience, such education shall be obtained at a university, college or technical school approved by the architects' section of the examining board.

(2) Each 45 quarter hours or 30 semester hours of credit earned shall be equivalent to one year of work experience, except that the maximum educational equivalent experience shall be:

- |  |  |
|--|--|
| (a) NAAB Accredited Architectural Degree   | 5 years                                      |
| (b) Planning, Architectural Engineering, Structural Engineering or Non-Accredited Architectural Studies Degree                 | 4 years                                      |
| (c) Courses in Accredited Architecture Program Without Degree  | 4 years                                      |
| (d) Planning, Architectural Engineering, Structural Engineering or Non-Accredited Architectural Studies Courses Without Degree | 3 years                                      |
| (e) Other Bachelor Degrees   | 3 years                                      |
| (f) Other Courses Without Degree   | 2 years                                      |
| (g) Accredited Master of Architecture Degree Subsequent to Accredited Bachelor of Architecture Degree                          | Considered as ½ year of Practical Experience |

History: Cr. Register, June, 1977, No. 258, eff. 7-1-77; am. (1), Register, January, 1982, No. 313, eff. 2-1-82.

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**A-E 1.13 Architectural experience.** (1) To qualify as satisfactory experience in architectural work for the purpose of meeting registration requirements of s. 443.03, Stats., an applicant's experience shall include the application of architectural principles and data and shall demonstrate an applicant's progressive competence to do architectural work. This experience shall be acquired in the following areas of architectural practice or in other areas of architectural practice or in academic coursework which in the opinion of the board provides the applicant with a knowledge of architectural principles and data at least equivalent to that which would be acquired by experience in the areas of practice described:

(a) Architectural programming:

1. Environmental impact, including site analysis and land use considerations; and area requirements;
2. Programmatic requirements, including needs assessments and physical concepts;
3. Spatial requirements in buildings, including space needs, uses of space and building efficiency;
4. Building and zoning codes including requirements for floor area, exits, fireproofing, corridors, stairs, construction types, heat loss and provisions required for the handicapped; and,
5. Costs and budgeting; and

(b) Project development:

1. Site considerations, including orientation, relationship of buildings, topography, water-drainage, and utilities;
2. Graphic communication, including drafting and sketching;
3. Elements of design, including
  - a. Form, including space, mass and environment;
  - b. Principles of composition, including unity, proportion and scale;
  - c. Results of design, including appropriateness and quality of physical expression; and

(c) Architectural sciences and technology:

1. Structural engineering, including structural analysis and loadings;
2. Construction, including
  - a. Materials, including compliance with code requirements, maintenance considerations, types, costs, applications and selections;
  - b. Details, including footings, waterproofing and insulation, floors, walls, roofing, joints and connections, and windows and doors;
  - c. Environmental control, including building systems technology (energy efficiencies and resource conservation); and

(d) Professional administration:

1. Project administration, including

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- a. Schematics, including site plans, floor plans and cost estimates;
  - b. Contract documents, including the contract or agreement, conditions, and specifications;
  - c. Working drawings, including site plans, architectural plans, architectural elevations, architectural sections and architectural details.
- 2. Professional standards (quality control);
  - 3. Project coordination: interdisciplinary (consultants);
  - 4. Construction administration; and
- (e) Business administration, including: personnel management and supervision; and,
- (f) Laws and practices, including:
- 1. Architectural services;
  - 2. Responsibilities of the professional;
  - 3. Building codes;
  - 4. Documents.

(2) Satisfactory work experience shall consist of related practical training including at least one year of experience in the design and construction of buildings under the supervision of a registered architect, professional engineer, or exempt person as defined in s. 443.14, Stats. prior or subsequent to acquisition of approved educational equivalents.

(3) To qualify as satisfactory architectural experience employment must consist of at least 2 or more continuous months.

(4) Full or partial credit may be allowed for part-time (20 hours/week minimum) work experience, and architectural related teaching or research (with degree) subject to review by the architects' section.

(5) An applicant who has participated in the intern architect development program sponsored by the national council of architectural registration boards and the American institute of architects may submit a report of participation in the program as evidence of architectural experience. The architects' section shall evaluate the record of participation and grant appropriate experience credit.

History: Cr. Register, June, 1977, No. 258, eff. 7-1-77; am. (2), Register, April, 1981, No. 304, eff. 5-1-81; am. (1) and (2), cr. (5), Register, January, 1982, No. 313, eff. 2-1-82; am. (5), Register, April, 1982, No. 316, eff. 5-1-82.

A-E 1.14 Applications filed under s. 443.04 (1) (c), Stats. (without examination). Applicants who apply for registration as a professional engineer pursuant to s. 443.04(1)(c), Stats., shall file a completed application form furnished by the board which shall include:

(1) A record which specifically and in detail describes the knowledge of mathematics, the physical sciences and the principles of engineering which the applicant has acquired by professional education or practical experience.

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(2) A statement by the applicant describing provisions of Wisconsin law which govern the practice of engineering and which concern the design needs of people with physical disabilities.

Note: A copy of the form required to be completed by this rule can be obtained from the Department of Regulation and Licensing at Room 173, 1400 East Washington Avenue, Madison, Wisconsin 53702.

History: Cr. Register, April, 1981, No. 304, eff. 5-1-81.

**A-E 1.15 Examinations.** (1) **ELIGIBILITY.** An applicant to be eligible to enter a scheduled examination must file his application for registration or certification or request for re-examination together with the required fees with the secretary 2 months before the scheduled date for the examination.

(2) **FORFEITURE OF FEES.** In the event an applicant has been notified in writing by the office of the secretary of the board that he has been assigned to a stated examination, and he fails to appear for such examination his fee shall not be refundable unless he has been excused from such obligation 10 days prior to such examination or unless he submits to the board ample proof that he was unable to be present. Such proof must be in the office of the board at least 2 months before a future examination which he may desire to take if his former fee is to be considered for use in connection with such examination.

(3) **EXAMINATION RETAKES.** An applicant who upon taking any portion of the board's architectural, engineering, design of engineering systems, or land surveying examinations for the first time fails a portion or all of that examination may, upon request and payment of the re-examination fee, retake all of it, or the portions of it failed, during any 3 of the 6 semi-annual examinations next following the first examination written. If the applicant fails to complete passing the entire examination during any 3 of the 6 semi-annual examinations next following the first examination written, the applicant shall;

(a) Be ineligible to take further examinations for a period of one year.

(b) Revert to the status of a new applicant and be required to take all portions of the examination unless otherwise approved in advance by the board.

(c) Be required to furnish proof that since his last failure he has further prepared himself by education work, or practical experience before being admitted to additional examinations.

(4) **EXAMINATION FOR ARCHITECTS.** (a) *Examination required.* An applicant for registration as an architect, unless applying under s. 443.10 (1), Stats., shall successfully complete an examination on architectural services which measures the knowledge and skills necessary to competently practice architecture. The examination shall test the following architectural services and service elements:

1. Pre-design
  - a. Design objectives
  - b. Space requirements
  - c. Space relations
  - d. Flexibility/expansibility
  - e. Site requirements

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2. Site design
  - a. Land utilization
  - b. Structures placement
  - c. Form relationships
  - d. Movement, circulation and parking
  - e. Utility systems
  - f. Surface and subsurface conditions
  - g. Ecological requirements
  - h. Deeds, zoning and construction
  - i. Topography and relations to surrounding
  - j. Architectural management and coordination
  - k. Cost
3. Building Design
  - a. Building sections, elevations and plans
  - b. Selections and layout of building systems
  - c. Structural considerations
  - d. Mechanical considerations
  - e. Electrical considerations
  - f. Civil considerations
  - g. Interior considerations
  - h. Documentation (Design)
4. Building Systems
  - a. Structural systems
  - b. Lateral forces
  - c. Mechanical, electrical and plumbing
  - d. Miscellaneous systems
  - e. Materials and methods
  - f. Coordination
  - g. Cost consideration
5. Construction Documents and Services
  - a. Architectural drawings
  - b. Structural drawings
  - c. Interior drawings
  - d. Specifications
  - e. Cost estimates
  - f. Bidding documents
  - g. Organization and handling bids
  - h. Bids evaluation
  - i. Coordination and management
  - j. Construction administration in office
  - k. Construction administration in field
  - l. Field tests
  - m. Quotation requests and change orders
  - n. Construction cost accounting
  - o. Project close-out.

(b) *Form, schedule, grading.* The form, schedule and grading for the examination is established by the national council of architectural registration boards.

(c) *Site of examination.* The place of the examination shall be held at sites designated by the board.

(d) *Requirements for entrance to the examination.* To be eligible to enter a scheduled examination, an application shall have four years academic credit or four years of qualifying architectural work experience or a combination of academic credit and architectural work experience which totals four years.

(5) **WRITTEN EXAMINATIONS FOR ENGINEER-IN-TRAINING AND PROFESSIONAL ENGINEER.** (a) *Examinations required.* 1. For certification as engineer-in-training—fundamentals examination. Total 1 day (8 hours).

2. For registration as professional engineer.

a. If certified as engineer-in-training—principles and practice examination. Total 1 day (8 hours).

b. If not certified as engineer-in-training—fundamentals examination and principles and practice examination. Total 2 days (16 hours).

(b) *Place and time of examinations.* The examinations will be held at sites and on dates designated by the board.

(c) *Grading of written examinations, passing grades and retakes.* Experience ratings will not be weighed as a part of the examinations.

(d) *Scope of written examinations.* 1. Fundamentals examination—requires an understanding of the physical and mathematical sciences involved in the fundamentals of engineering.

2. Principles and practice examination—requires ability to apply engineering principles and judgment to problems in general engineering fields such as chemical, civil, electrical and mechanical fields. Questions involving economic analysis and the design needs of people with physical disabilities and relevant statutes and codes will be included.

(e) *Requirements for entrance to examinations.* To be eligible to take the examination sections on fundamentals of engineering and principles and practice of engineering, an applicant shall have 4 years of qualifying engineering work experience or a combination of academic credit or engineering work experience which totals 4 years. Applicants who have obtained senior standing in an educational program of study of at least 4 years which leads to a baccalaureate degree in engineering or engineering technology are eligible to take the examination sections.

(6) **EXAMINATIONS FOR LAND SURVEYORS.** (a) Satisfactory completion of 2 examinations is required for registration as a land surveyor. The 2 examinations are: "Fundamentals of Land Surveying" (1 day, 8 hours) and "Principles and Practice" (1 day, 8 hours).

(b) *Place of examinations.* The examinations will be held at sites designated by the board.

(c) *Time of examinations.* To be arranged.

(d) *Grading of written examinations, passing grades.* 1. Experience ratings will not be weighed as part of the examinations.

2. On each 8 hour examination the passing grade shall be at least 70%.

(e) *Scope of written examinations.* 1. Fundamentals of Land Surveying: Requires an understanding of mathematics, physics, surveying methods for measuring horizontal, vertical and angular values, topographic and

photogrammetric mapping, notekeeping, property surveys, computations, descriptions and plats.

2. Principles and Practice: Requires ability to apply principles and judgment to problems involving the U.S. System of Public Land Surveys, Wisconsin plane coordinate surveys, the relocation of lost and obliterated corners, the legal essentials of resurveys, disputed boundaries, defective deed descriptions, riparian rights, adverse possession, the Wisconsin statutes relative to land surveying including the preparation and filing of plats, the writing and interpreting of land descriptions, the technical essentials of land surveying and subdivision of lands including practical problems requiring a knowledge of the basic theory and fundamental concepts of field astronomy, geometry of curves, topography and photogrammetry.

(f) *Requirements for entrance to examinations.* 1. To be eligible to enter the "Fundamentals of Land Surveying" section of the examination, an applicant must have completed at least 2 years of a course in land surveying as defined in s. A-E 1.18, or at least 4 years of practice in land surveying, or a combination of work or training in a course in land surveying and practice in land surveying which totals at least 4 years.

2. To be eligible to enter the "Principles and Practice of Land Surveying" section of the examination, an applicant must have completed at least 2 years of an approved course in land surveying as defined in s. A-E 1.18 and at least 2 years of approved practice in land surveying, or at least 5 years of approved practice in land surveying, or a combination of at least 5 years of approved work or training in a course in land surveying and practice in land surveying.

(7) WRITTEN EXAMINATIONS FOR DESIGNER OF ENGINEERING SYSTEMS.

(a) *Examinations required.* An examination is required for each field and subfield thereunder, as designated in s. A-E 1.20 (1), of these rules, in which an applicant seeks a designers' permit.

(b) *Place and time of examinations.* The examinations will be held at and on dates designated by the board.

(c) *Grading of written examinations.* Experience ratings will not be weighed as part of the examinations.

(d) *Scope of written examinations.* The examinations shall cover the application of the engineering technology related to the specific fields and subfields of engineering systems, as designated in s. A-E 1.20 (1), of these rules.

(e) *Requirements for entrance to examinations.* 1. To be eligible to enter a written examination for a permit as a designer of engineering systems, an applicant shall have 7 years of approved experience in specialized engineering design work, up to 4 years of which may be equivalent academic training or apprenticeship as provided in s. 443.07 (2), Stats.

History: 1-2-56; r. and recr. (3); am. (5)(e)3., Register, February, 1961, No. 62, eff. 3-1-61; cr. (6), Register, August, 1965, No. 116, eff. 11-1-65; r. and recr. (3)(a), Register, November, 1966, No. 131, eff. 12-1-66; r. and recr. (4)(d), eff. 7-1-67; and r. and recr. (6), eff. 8-1-67; Register, April, 1967, No. 136; am. (5)(d)2, (5)(f)2 and (6)(a)2, Register, July, 1968, No. 151, eff. 8-1-68; r. and recr. (5)(b) and (c) and (6)(b) and (c), Register, February, 1969, No. 158, eff. 3-1-69; am. (3), (6) (a) 2, and (7), Register, January, 1971, No. 181, eff. 2-1-71; r. and recr. (5), Register, September, 1971, No. 189, eff. 10-1-71; reprinted, Register, October, 1971, No. 190 to correct error; cr. (3), Register, May, 1972, No. 197, eff. 6-1-72; cr. (7), Register, December, 1972, No. 204, eff. 1-1-73; (4) (a), r. and recr. (4) (d), Register, March, 1973, No. 207, eff. 4-1-Register, March, 1984, No. 339

73; am. (4) (d) 1., Register, December, 1973, No. 216, eff. 1-1-74; r. and recr. (6) (a), (d) and (e), Register, July, 1974, No. 223, eff. 8-1-74; cr. (4) (e) and (f), Register, October, 1974, No. 226, eff. 11-1-74; am. (5) (d) 2, Register, November, 1975, No. 239, eff. 12-1-75; am. (4) (d) 2, Register, December, 1975, No. 240, eff. 1-1-76; emerg. r. and recr. (4), eff. 4-16-76; r. and recr. (4), Register, December, 1976, No. 252, eff. 1-1-77; am. (4)(a) and (c)1, Register, June, 1977, No. 258, eff. 7-1-77; r. (5)(c)2 and (7)(c)2, Register, August, 1978, No. 272, eff. 9-1-78; r. and recr. (4) (a) to (c), cr. (5) (e), (6) (f) and (7) (e), Register, February, 1980, No. 290, eff. 3-1-80; emerg. am. (4)(c), eff. 4-19-80; suspended, 4-27-80; emerg. cr. (4)(e), eff. 7-2-80; am. (4)(c) and cr. (4) (e), Register, April, 1981, No. 304, eff. 5-1-81; reprinted to correct a printing error in (4) (d), Register, September, 1981, No. 309; am. (4) (a) and (7) (e), Register, January, 1982, No. 313, eff. 2-1-82; am. (5) (e), Register, July, 1982, No. 319, eff. 8-1-82; r. and recr. (4), Register, June, 1983, No. 330, eff. 7-1-83.

**A-E 1.16 Education as an experience equivalent for registration as a professional engineer.** (1) For the purpose of meeting experience requirements for registration as a professional engineer, an applicant may claim certain education as equivalent to experience in engineering as provided in s. 443.04 (2), Stats. The engineers' section grants an experience equivalent for education according to the table shown in (2).

(2) Table of Education and Experience Equivalents.

<u>Education</u>	<u>Experience Equivalent with Degree</u>	<u>Experience Equivalent for Each Year of Education Without Degree</u>
B.S. Engineering (ABET accredited)	4 years	1 year
B.S. Engineering (Not accredited by ABET)	3½ years	¾ year
B.S. Engineering Technology (ABET accredited)	3 years	¾ year
B.S. Engineering Related Sciences (e.g. Physics, Chemistry, Math, etc.)	3 years	¾ year
B.S. Engineering Technology (non-ABET accredited)	Not more than 2½ years	¾ year
Other B.S. Degrees	Not more than 2 years	½ year
Engineering Experience in ob- taining M.S. in Engineering	1 year	N/A
Engineering Experience in ob- taining Ph.D. in Engineering or Engineering Related Programs	1 year	N/A

History: Cr. Register, December, 1976, No. 252, eff. 1-1-77; am. (1), Register, January, 1982, No. 313, eff. 2-1-82; am. (2), Register, June, 1983, No. 330, eff. 7-1-83; am. (2), Register, March, 1984, No. 339, eff. 4-1-84.

**A-E 1.17 Engineering experience.** To qualify as satisfactory experience in engineering work for the purpose of meeting requirements of s. 443.04, Stats., an applicant's experience shall include the application of engineering principles and data and shall demonstrate an applicant's competence to do engineering work. This experience shall be acquired in the areas of engineering practice listed below or in other areas of engineering practice or academic course work which in the opinion of the board provides the applicant with a knowledge of engineering principles and data

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at least equivalent to that which would be acquired by experience in the areas of practice listed. An applicant need not acquire experience in all areas listed.

(1) RESEARCH AND DEVELOPMENT. (a) Problem identification, including consideration of alternative approaches to problem solving;

(b) Planning, including selecting a theoretical or experimental approach;

(c) Execution of plan, including completing design calculations;

(d) Interpreting and reporting results, including:

1. Evaluating project feasibility studies,
2. Analyzing research and development data,
3. Producing interpretive reports,
4. Formulating conclusions and recommendations, and
5. Producing final reports.

(2) DESIGN. (a) Problem identification, including:

1. Identifying design objectives,
2. Identifying possible design concepts or methods,
3. Selecting methods to be employed in consideration of aesthetics, cost, and reliability,
4. Defining performance specifications and functional requirements, such as materials, energy balances and environmental considerations,
5. Formulating conceptual design specifications, and
6. Defining physical properties of all key materials.

(b) Planning, including defining safety health and environmental constraints.

(c) Execution of plan, including:

1. Developing design concepts,
2. Conducting feasibility studies,
3. Evaluating design and design methods,
4. Solving design problems,
5. Preparing designs, layouts and models,
6. Selecting materials and components,
7. Conducting value analysis of design,
8. Producing final designs,
9. Preparing supporting technical information,
10. Preparing detailed working drawings,

11. Preparing specifications and data sheets, and
12. Interacting with engineers from other areas of work, such as research and development and construction.
  - (d) Interpreting and reporting results, including:
    1. Evaluating design for conformity to specifications,
    2. Evaluating design solutions for efficiency, economic and technical feasibility and economic alternatives,
    3. Evaluating design impact on public health, safety and welfare,
    4. Evaluating design solution for adherence to laws and codes,
    5. Evaluating product liability risk,
    6. Reviewing designs with clients or management, and
    7. Preparing final reports.
  - (e) Implementation of results, including interacting with engineers from other disciplines of engineering.
- (3) CONSTRUCTION. (a) Problem identification, including checking working drawings and specifications; and
  - (b) Execution of plan, including:
    1. Consulting with designers, and
    2. Identifying and requesting design changes.
  - (4) MANUFACTURING, PRODUCTION AND OPERATIONS. (a) Planning, including:
    1. Proposing design or methods improvement, and
    2. Planning operational processes and strategies.
    - (b) Execution of plan, including:
      1. Preparing equipment, system and process specifications, and
      2. Determining feasibility of new or improved products, systems and processes.
    - (c) Interpreting and reporting results, including preparing final reports.
  - (5) MAINTENANCE. (a) Problem identification, including determining causes of equipment, structures or schedule failures; and
    - (b) Interpreting and reporting results, including reporting the causes of equipment and structures failure.
  - (6) ADMINISTRATION AND MANAGEMENT, INCLUDING EXECUTION OF PLAN BY COMMUNICATING WITH OTHERS.
  - (7) OTHER ENGINEERING TASKS. (a) Conducting systems analysis or operations research; and

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(b) Serving as a consultant or specialist to individual or business clients.

History: Cr. Register, December, 1976, No. 252, eff. 1-1-77; r. and recr. Register, July, 1982, No. 319, eff. 8-1-82.

**A-E 1.175 Experience in Wisconsin.** In addition to other experience requirements in this chapter, an applicant for registration as a professional engineer under s. 443.04 (1) (c), Stats., shall submit evidence that the applicant has had at least 6 months of engineering experience in Wisconsin or has had sufficient contacts with this state to make the applicant familiar with Wisconsin engineering law and practice.

History: Cr. Register, July, 1982, No. 319, eff. 8-1-82.

**A-E 1.18 Educational requirements for land surveyors.** To meet the educational requirements of s. 443.06 (2) (a), Stats., requiring ". . . a course in land surveying of not less than 2 years duration approved by the section . . ." an applicant for registration as a land surveyor shall have satisfactorily completed at least 60 semester credits in a civil engineering or land surveying curriculum including no less than 12 semester credits in land surveying which shall be in the following categories of study:

(1) No less than 8 of the 12 credits must be in courses concentrating on the legal principles of land surveying and the technical aspects of land surveying. These courses shall include such areas of study as the principles of evidence and the interpretation of written documents used in boundary determination, the study of the legal elements of land surveying including those involving resurveys, boundary disputes, defective descriptions, riparian rights and adverse possession, the study of the professional and judicial functions of a land surveyor, the study of surveying methods for measuring distance and angular values, note keeping, computation and writing descriptions and the study of the Wisconsin Statutes and local ordinances relating to the preparation of subdivision maps and plats.

(2) No more than 4 credits may be in courses related to land surveying such as "Engineering Surveying", "Municipal Surveying", "Route Surveying", "Highway Surveying", "Topographic Surveying", "Geodetic Surveying", "Photogrammetry", "Cartography", "Construction Surveying", "Air Photo Interpretation" and "Artillery Surveying".

History: Cr. Register, July, 1975, No. 235, eff. 8-1-75; am. Register, December, 1976, No. 252, eff. 1-1-77; am. (Intro.), Register, January, 1982, No. 313, eff. 2-1-82.

**A-E 1.19 Experience requirements for land surveyors.** In determining whether an applicant has met the experience qualifications required for registration, the land surveyors' section will consider work in all areas of land surveying, including, but not limited to, any of the following:

- (1) Relocation of lost and obliterated corners;
- (2) Subdivision of sections;
- (3) Resurveys;
- (4) Preparation and filing of certified survey maps and subdivision plats;
- (5) Writing and interpretations of land descriptions.

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(6) Experience in areas of work relating to land surveying such as those described in ss. A-E 1.18 (2) and 1.70 (5) providing that the applicant has at least one-half of the experience required for registration in areas of land surveying defined in s. 443.01 (8), Stats., such as areas described in subs. (1) through (5) above and s. A-E 1.70 (1) through (4).

History: Cr. Register, March, 1973, No. 207, eff. 4-1-73; cr. (6), Register, August, 1974, No. 224, eff. 9-1-74; r. and recr. (6), Register, December, 1976, No. 252, eff. 1-1-77; am. (6), Register, August, 1978, No. 272, eff. 9-1-78; am. (6), Register, January, 1982, No. 313, eff. 2-1-82.

**A-E 1.195 Evidence of education, training and experience to accompany land surveyor applications.** (1) To be considered by the examining board, an applicant's submittal of an application showing education, training, and experience must include, as a minimum, the following:

- (a) Transcripts verifying applicant's education;
- (b) References from at least 3 individuals who shall have personal knowledge of the applicant's experience in land surveying;
- (c) A chronological history of the applicant's employment;
- (d) Additional data, exhibits or references showing the extent and quality of the applicant's experience in land surveying may be required by the section.

History: Cr. Register, June, 1977, No. 258, eff. 7-1-77.

**A-E 1.20 Designer permits, limitations.** (1) Permits for the design of engineering systems shall be issued in the following fields:

- (a) Heating, ventilation and air conditioning systems;
  - (b) Plumbing systems;
  - (c) Electrical systems;
  - (d) Fire protection systems; and
  - (e) Industrial systems.
- (3) Permit numbers shall designate the fields to which permits are restricted.
- (4) Designers are restricted to performing such design services, as defined in s. A-E 1.001 (2) of these rules, in those fields in which they hold a permit, except as those services are exempted by ss. 443.14 and 443.15, Stats.

(5) Evidence of education, training and experience. To be considered by the examining board, an applicant's evidence of education, training and experience must include, as a minimum, the following:

- (a) Transcripts or apprenticeship records verifying applicant's education and training;
- (b) References from at least 5 individuals, 3 of whom shall have personal knowledge of the applicant's work involving the preparation of plans and specifications;
- (c) A chronological history of the applicant's employment;

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(d) Additional data, exhibits or references showing the extent and quality of the applicant's technological experience may be required by the section.

History: Cr. Register, March, 1971, No. 183, eff. 4-1-71; cr. (4) and (5), Register, May, 1972, No. 197, eff. 6-1-72; r. (2), am. (3), (4), (5)(c) and (d), Register, June, 1977, No. 258, eff. 7-1-77; am. (4), Register, January, 1982, No. 313, eff. 2-1-82.

**A-E 1.50 Fees.** (1) **APPLICATION, EXAMINATION, CERTIFICATION AND RENEWAL FEES.** Fees for obtaining or renewing a license as an architect, professional engineer, designer or land surveyor are specified in s. 440.05, Stats.

(2) **MISCELLANEOUS FEES.** (a) The fee for obtaining a photocopy of any board record available to the public shall be 15¢ per page of material copied.

(b) The fee for obtaining a certified copy of any board record available to the public shall be \$2 plus 15¢ per page of material copied.

(c) The fee for obtaining a certificate showing a particular person to be licensed, the date of issuance, and type and status of license or a certificate showing no record of issuing a license to a particular person shall be \$3.00.

Note: Written confirmation (not in the form of a certificate) that a person is or is not licensed will be made without charge.

History: Cr. Register, May, 1972, No. 197, eff. 7-1-72; am. Register, March, 1973, No. 207, eff. 4-1-73; am. Register, June, 1976, No. 246, eff. 7-1-76; r. and recr. (2), Register, December, 1976, No. 252, eff. 1-1-77; r. and recr. (1), r. (2), renum. (3) to be (2), r. (2)(c) and renum. (2)(d) to be (2)(c), Register, August, 1978, No. 272, eff. 9-1-78.

**A-E 1.60 Denial of license.** (1) **DENIAL.** An applicant for a license issued under the provisions of ch. 443, Stats., other than an applicant for renewal of a license, shall be denied a license if the applicant does not meet the standards or requirements for licensure set forth in ch. 443, Stats., or rules promulgated thereunder.

(2) **NOTICE.** Upon denial of an application for a license under (1), the board shall notify the applicant, stating the reason for denial, and that the applicant has the right to a hearing if written request is filed with the board within 30 days after service of the notice of denial. Unless written request for hearing is made within the 30 day period, the applicant's right to a hearing is deemed waived.

(3) **SERVICE.** Service of the notice of denial may be made by mail addressed to the applicant at the latest address filed by the applicant in writing with the board. Service by mail is complete on the date of mailing.

(4) **HEARING.** If a hearing is requested by the applicant, the board shall conduct such hearing. Hearings under this section shall be conducted by one or more board members. Proceedings of the hearing shall be recorded by magnetic tape unless an alternative method for recording the proceedings is ordered by the board.

History: Cr. Register, June, 1976, No. 246, eff. 7-1-76.

**A-E 1.70 Examples of land surveying services.** The term "land surveying" is defined in s. 443.01 (8), Stats. Specific examples of land surveying Register, March, 1984, No. 339

services within the statutory definition are set forth below. Examples of services not within the definition are listed in sub. (5).

(1) Services comprising the determination of the location of land boundaries and land boundary corners include, but are not limited to, the following services:

- (a) Retracement of property lines to determine length and bearing;
- (b) Reestablishing obliterated property lines;
- (c) Establishing, reestablishing or perpetuating survey monuments;
- (d) Preparing descriptions of real property from data acquired by field measurements.

(2) Preparation of maps showing the shape and area of tracts of land and their subdivisions into smaller tracts includes, but is not limited to, preparation of the following maps.

(a) Maps of sections or portions of sections or townships as established by the original public land survey and subdivisions of said sections in accordance with the manuals of surveying instructions by the federal government.

(b) Subdivision plats prepared in accordance with the Wisconsin Statutes or applicable local ordinances;

(c) Certified survey maps prepared in accordance with the Wisconsin Statutes or applicable local ordinances;

(d) Maps showing other divisions of land not controlled by statute or ordinance.

(3) Preparation of maps showing the layout of roads, streets and rights of way of same to give access to smaller tracts includes, but is not limited to, preparation of the following maps:

- (a) Certified survey maps;
- (b) Subdivision plats;
- (c) Highway and railroad right-of-way maps.

(4) Preparation of official maps or tracts of land in this state includes, but is not limited to, preparation of the following maps:

(a) Surveys of existing parcels of land including retracement of original subdivisions of sections of land in the public land survey;

(b) Subdivision plats, certified survey maps and plats of other land divisions.

(5) "Land surveying services" do not include services such as:

(a) Construction staking for highways, roads, streets or similar projects within the boundaries of established rights of way;

(b) Topographic surveys;

(c) Control networks for aerial photography unless property lines are used for control;

## (d) Building layout or construction surveys.

History: Cr. Register, August, 1978, No. 272, eff. 9-1-78; am. (intro.), Register, January, 1982, No. 313, eff. 2-1-82.